Sheet-Fed Duplex Scanner

User's Manual

Regulatory model: FT-1109H

manual-en-250-0810-E-320E2+-v1

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The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual may cause harmful interference in which case the user will be required to correct the interference at his own expense.

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CE compliance of this product is valid if powered with the correct CE-marked AC adapter provide by Avision.

This product satisfies the Class A limits of EN55022, EN55024, safety requirements of EN60950 and ROHS requirements of EN50581.

*This machine is certified as Class 1 LED product.

CE Warning

This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

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System Requirements

- IBM compatible PC 586, Pentium or higher
- Microsoft Windows XP(SP3), Windows Vista/Windows 7/Windows 8
- USB port 2.0 (compatible with USB 1.1)
- At least 100 MB of free hard disk space (500 MB is recommended)
- At least 128 MB of system memory (512 MB of RAM is recommended)

  At least 1 GB of RAM for Windows Vista/Windows 8
- A CD-ROM drive

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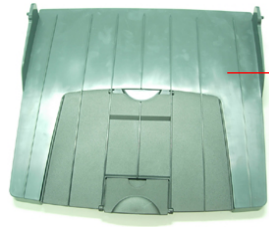
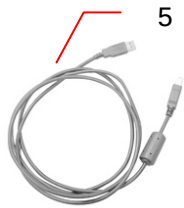
1. Introduction

Congratulations on your purchase of the color sheet-fed image scanner. With this scanner, you can scan documents from the auto document feeder to increase your productivity.

Before you install and operate the new scanner, please take a few minutes to read through this manual. It provides proper instructions for you to unpack, install, operate and maintain the scanner.

The following figure indicates the package contents. Please check all the items against your checklist. If you do not receive all the items, please contact your authorized local dealer immediately.





1. **Scanner Main Unit**
2. **ADF Paper Tray**
3. **ADF Output Paper Tray**
4. **Software CD & Quick Guide**
5. **USB Cable**
6. **Power Adapter & Power Cord**

Note:

1. Only use the AC adapter DA-48M24 (APD) included in the machine. Using other AC adapters may damage the machine and void the warranty.
2. The suitable power supply cord will be provided and evaluated when national approval.
3. Please unpack the packing carefully, and check the contents against the checklist. If any items are missing or damaged, please contact your dealer immediately.

2. Scanner Installation

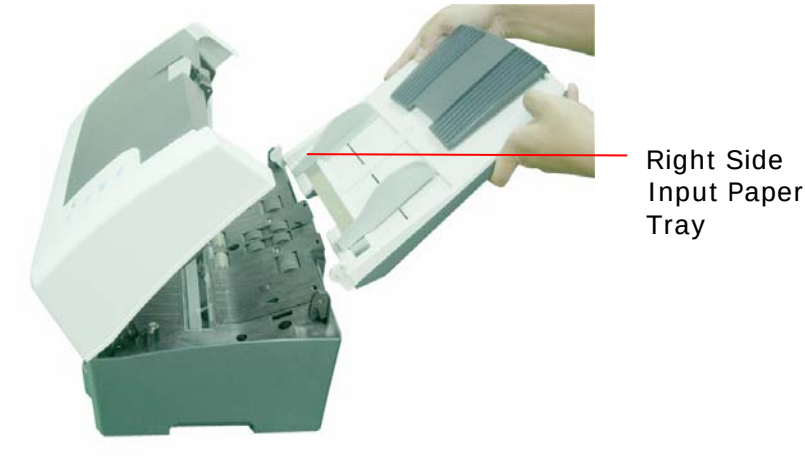
Precautions

- Keep the scanner out of direct sunlight. Direct exposure to the sun or excessive heat may cause damage to the unit.
- Do not install the scanner in a humid or dusty place.
- Be sure to use the proper AC power source.
- Place the scanner securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
- Retain the scanner box and packing materials for shipping purposes.

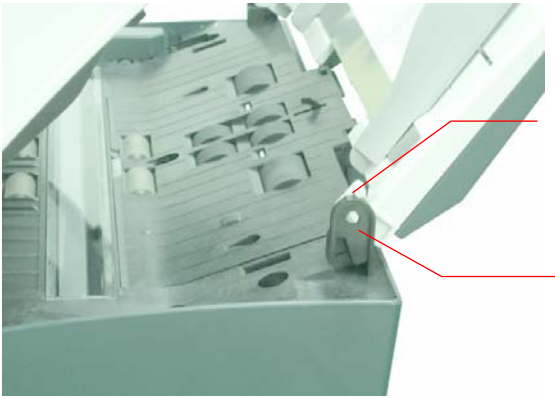
2.1 Installing the Input Paper Tray

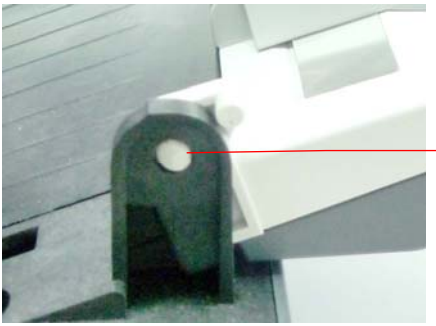
1. Pull the ADF Release button to open the front cover.

2. Insert the pin with a inclined plane on the right side of the Input Paper Tray to the hole on the rear of the scanner as illustrated.



3. Use your left thumb to press the place near the pin with a inclined plane of the other side of the Input Paper Tray and then insert the pin to the hole of the scanner as illustrated.

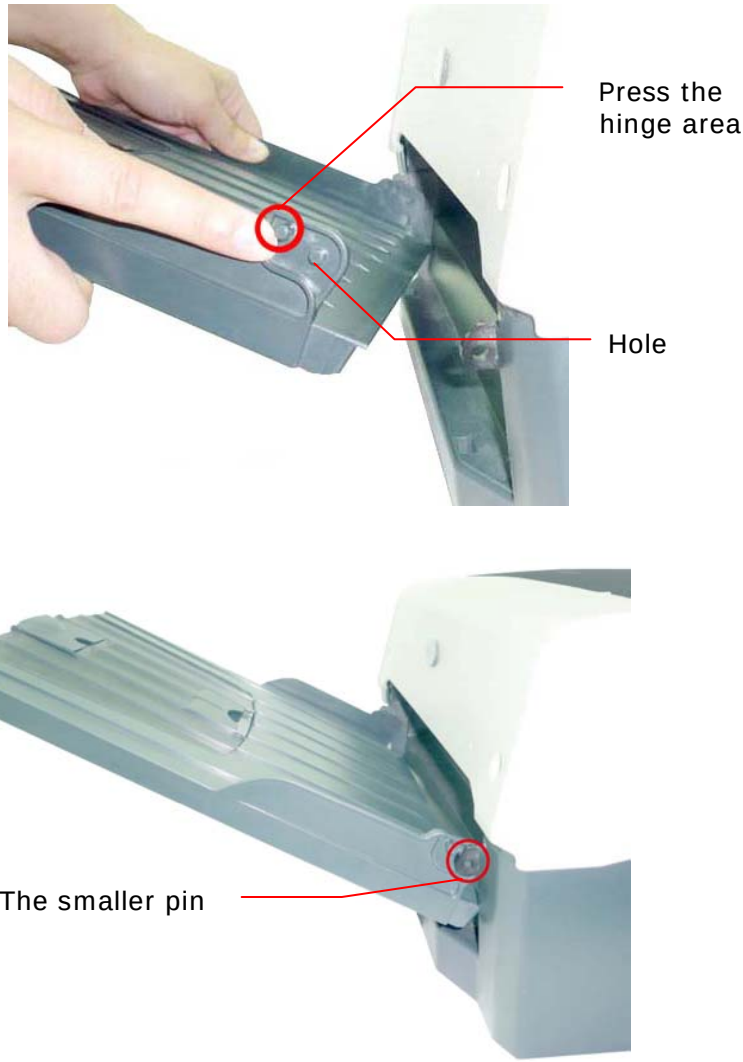




2.2 Installing the Output Paper Tray

1. Insert the smaller pin of the left side of the Output Paper Tray to the hole on the front of scanner as illustrated.

2. Use your thumb to press the place near the pin of the other side of the Output Paper Tray and then insert the smaller pin to the hole on the scanner as illustrated.



2.3 Installing the Scanner Driver and Cables

NOTE:

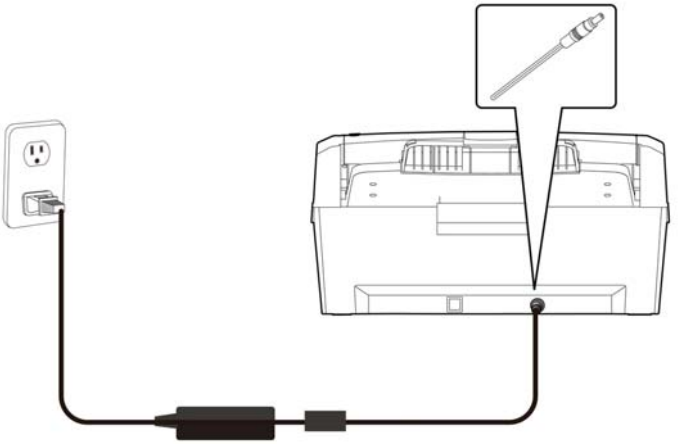
1). The Windows system CD may be required when installing on some PC's.

2). To ensure your computer can identify the USB scanner, please install scanner driver first before connecting the scanner to your computer.

3). The scanner driver contains TWAIN, ISIS and WIA driver. If you are running Windows Me, Windows XP, or Windows Vista, after the installation of scanner driver is completed, this scanner allows you to scan via a TWAIN, ISIS, or a WIA interface. Start your TWAIN-compliant image editing software application to select a TWAIN or WIA user interface or your ISIS software to select an ISIS user interface. You may also launch Microsoft's Scanner and Camera Wizard to scan via a WIA user interface.

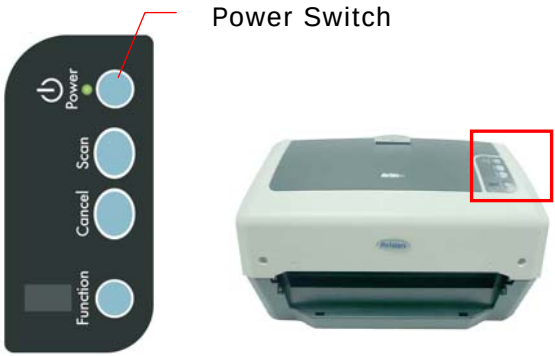
2.3.1 Connecting to Power

Plug the small end of the power adaptor into the power jack of your scanner. Insert the other end to an appropriate power outlet.



2.3.2 Turning on the Scanner

Press the Power Switch button on the front panel, the Power LED will flash. When it is finished and ready to scan, the LED indicator will stop flashing and become steadily on. To turn off the scanner, press the Power Switch button for about 3 seconds, the Power LED will be off.



2.3.3 Installing the Scanner Driver

1. Place the supplied CD-ROM onto your CD-ROM drive.
2. The software installation graphic appears. If not, run **"setup.exe"**.

CD Setup
Avision
A vision of your office
www.avision.com
To ensure the buttons work properly on the scanner, please FIRST install Button Manager before installing the scanner driver.
Install Button Manager V2
Install Scanner Driver
Install Adobe Reader
View Manuals
Exit

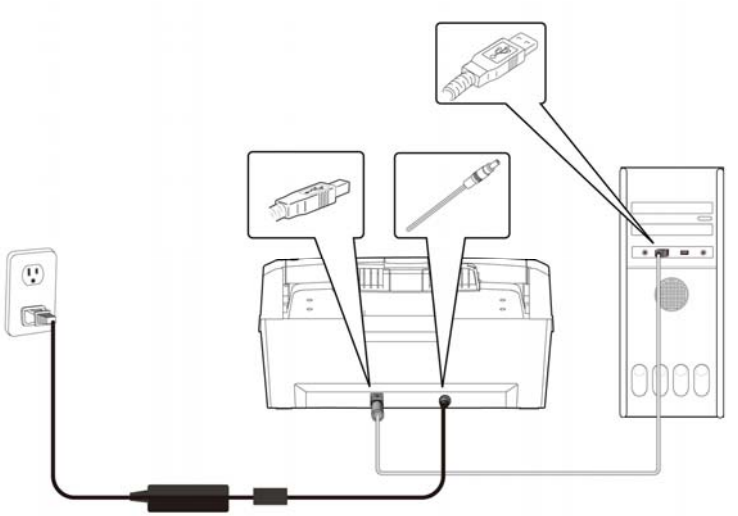
Contents on the installation graphic:

- **Install Button Manager V2**: To use the buttons on the scanner, you need to install Button Manager V2. To ensure Button Manager V2 works properly, please FIRST install Button Manager V2 before installing the scanner driver.
- **Install Scanner Driver:** To communicate with your scanner, you need to install the scanner driver. After installing the Button Manager V2 software, click **Install Scanner Driver** to install the scanner driver on your computer.
- **Install Adobe Reader:** To view the user's manuals for the scanner and Button Manager V2, you need to use Adobe Reader to open and view the manuals in pdf file format. If you already have Adobe Reader installed on your computer, you may disregard this item.
- **View Manual:** Click **"View Manual"** to view or print the detailed user manual for the scanner and Button Manager V2 respectively.

3. Click **Install Button Manager V2** to install the Button Manager V2 software and then click **Install Scanner Driver** to install the scanner driver on your computer.

2.3.4 Connecting to Computer

1. Connect the **square end** of the USB cable to the USB port of your scanner. Connect the **rectangle end** to the USB port of your computer.



2. The computer should detect a new USB device and prompt a **"New Hardware Found"** message.
3. In Windows XP, click the **Next** button to continue. When the XP certification screen appears, click **Continue Anyway** to complete the installation.

   At this moment, the **"Found New Hardware"** wizard will display again. Follow the same steps to complete the installation.

Important!
Please note for this model. Your computer will identify two USB devices. You have to install **"Found New Hardware "** wizard twice to complete the installation.

4. When the **Finish** dialog is prompted, click the **Finish** button.
5. Click **"View Manual"** to view or print the detailed user manual for the scanner and bundled applications respectively.

3. Completing Your First Scan

3.1 Loading Your Paper

3.1.1 Notice on Using the ADF

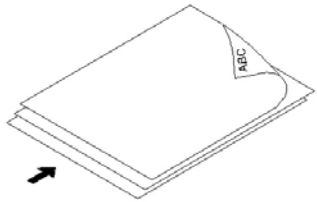
Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) can range in size from 2" x 3.5" (50 x 88 mm) to 11.69" x 17" (297 x 432 mm).
- Document(s) can range in weight from 7 to 110 lbs (28~413 g/m^2)
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.

3.1.2 Placing Your Document in the Input Paper Tray

Fanning Your Document

Standard paper size should feed easily through the scanner. To avoid occasional paper jam when automatically feeding multiple documents, loosen the paper before loading.



Document feeding

1. Place your document with the text face down on the ADF Paper Tray. If you are scanning two sides of documents, place the first page face down.
2. Align the two sides of the document with the slide guides. Please note that the ADF Paper Tray can hold up to 100 pages (75 g/m² or 20 lb.) / 150 pages (60 g/m² or 16 lb. Paper) at a time.

3.2 Verifying Your Scanner Installation

To verify if your scanner installation is correct, Avision provides you a useful test program called Avision Capture Tool. With this tool, you can perform simple scans and view the captured images. In addition, it helps you complete your scan at a rated speed.

The following procedure describes how to verify your scanner installation. If the installation is not correct, please review the preceding section to check if the cable connection and scanner driver have been successfully installed.

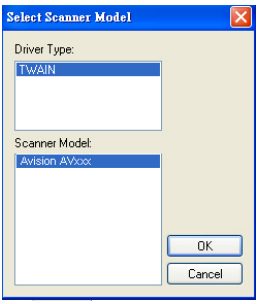
Before you begin, be sure the scanner is on.

1. Select Start>Programs>Avision AVxxx Scanner>Avision Capture Tool.

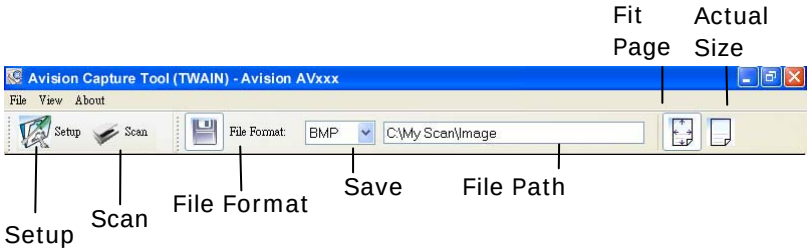
   Note:

   If Avision Capture Tool does not appear on "All Programs" of your Start menu, please access from the following path: C\Windows\TWAIN_32\Avision\Avxxx\Avision Capture Tool.exe

   The Select Scanner Model dialog box will be displayed.



2. Select your driver type and scanner model and click OK. The following Avision Capture Tool dialog box will be displayed.



3. Choose your desired file format from the File Format drop down list box. (Default is BMP, other choice includes TIFF, MTIFF, PDF, MPDF, GIF, and JPEG.) The supported file formats vary depending on your scanner model.

4. Type your desired folder name and file name in the File Path box. (Default is C:\My Scan\Image.)

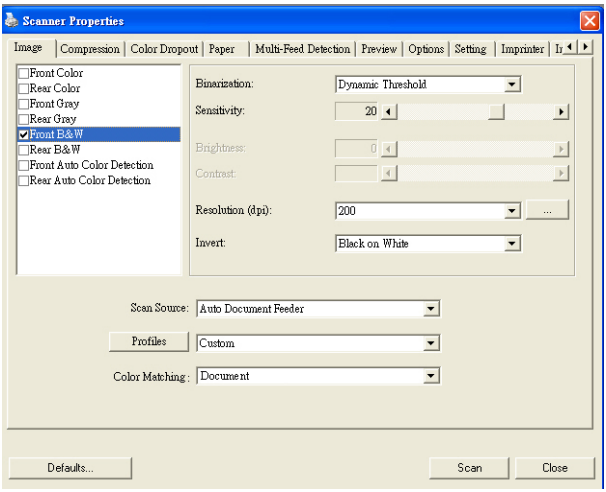
Note:

If you do not wish to save the scanned image, deselect the Save button since default is Save Enable. In this case, the thumbnail view will be disabled. And therefore, after viewing all the scanned images, only the last one will remain on the screen.

5. Click the Setup button (

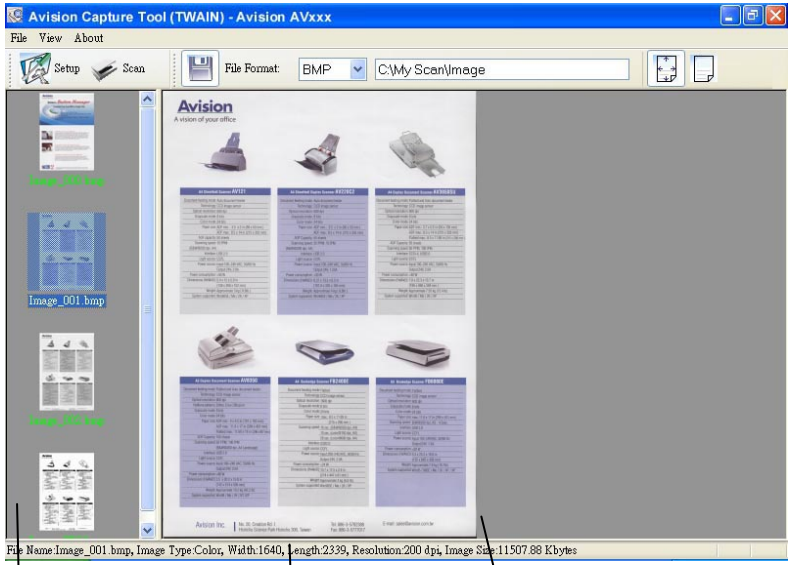
) or choose Setup from the File menu to prompt the Scanner Properties dialog box.

Image Selection Box



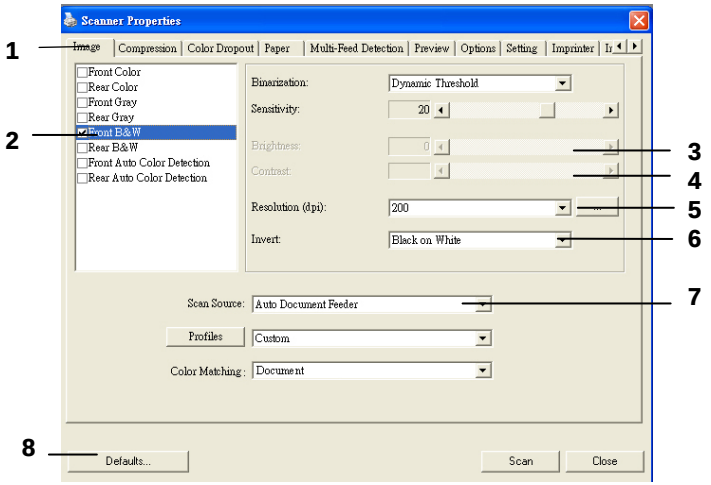
6. From the Image Selection Box, choose your desired image type for your scanned image. (Default is Front B&W) If you have a duplex scanner, choose Front and Rear to scan both sides of your document.
7. Click OK to quit the Scanner Properties dialog box. (To learn more details about the Scanner Properties dialog box, please see the subsequent chapter, *Using the Scanner Properties Dialog Box*.)
8. Place your document face down on the document glass or face up in the auto document feeder.
9. In the Scan Validation dialog box, click the Scan button (

) or choose Scan from the File menu.
10. The document will be scanned and displayed in the Scan Validation screen. After the scanned images have been displayed, your scanner installation verification is completed.



11. You can view the scanned image in Fit Page ( ) or Actual Size (100%) button ( ) from the Viewing toolbars at the right side.
12. Click the Close box or Quit from the File menu to exit the Scan Validation Tool.

3.3 A Glance of the Scanner Properties Dialog Box

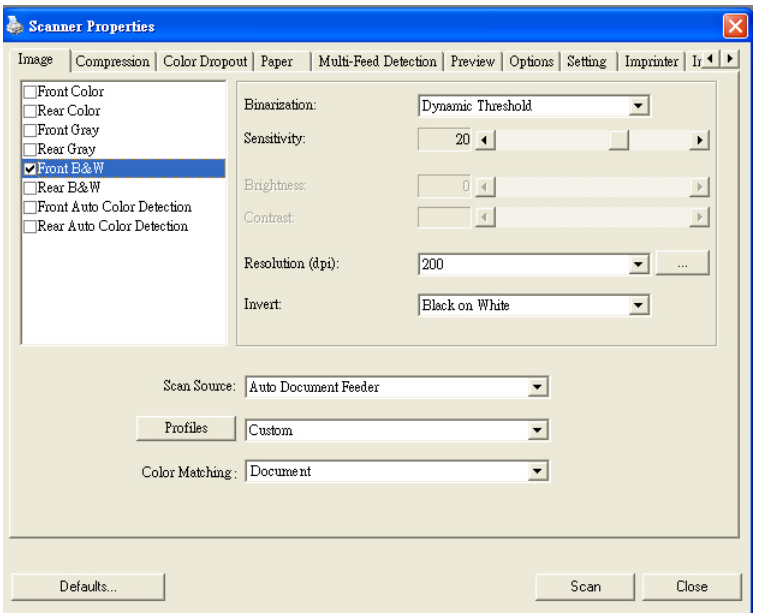


1. Tab Options	Choice: Image, Compression, Color Dropout, Paper, Multi-Feed Detection, Preview, Options, Settings, Information.
2. Image Selection Box	Choose your image type and the side of document you wish to scan. Options vary based on type of scanner.
3. Brightness	Adjust the brightness level from –100 to +100.
4. Contrast	Adjust the contrast level from –100 to +100.
5. Resolution	Determine the quality of the scanned image. The industry standard is 200 dpi.
6. Invert	Reverse the color of your scanned image.
7. Scan Source	**Choice:** Auto Document Feeder, Flatbed, Flatbed (Book), Automatic (varies due to different scanner model)
8. Defaults	Reset all values on the tabs to the factory default settings.

4. Using the Scanner Properties Dialog Box

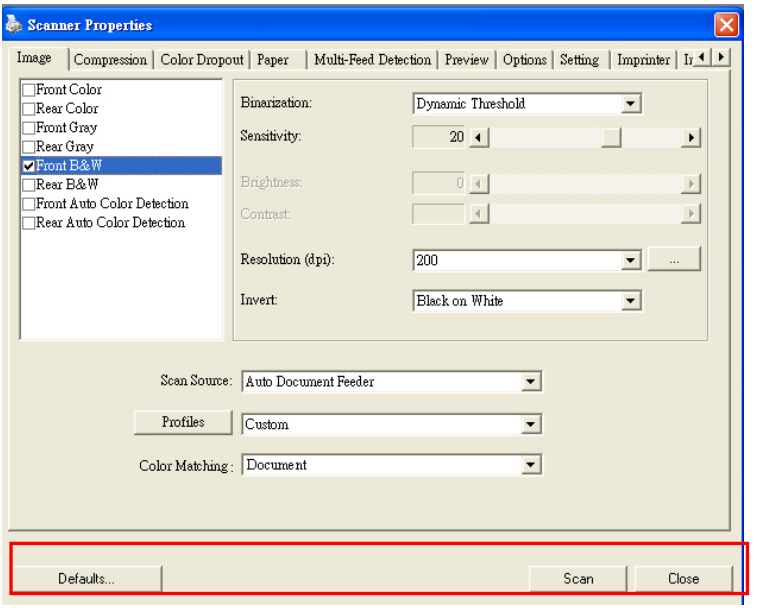
The Scanner Properties dialog box allows you to configure the scanner's settings. It consists of several tabbed windows each of which will be described in this chapter.

Note:
In this chapter, all options are available based on a duplex (double-side) scanner. If you have purchased a simplex (single-side) scanner, all options are available for single sided only.



The Scanner Properties dialog box

4.1 Buttons on the Scanner Properties Dialog Box



The buttons on the Scanner Properties dialog box

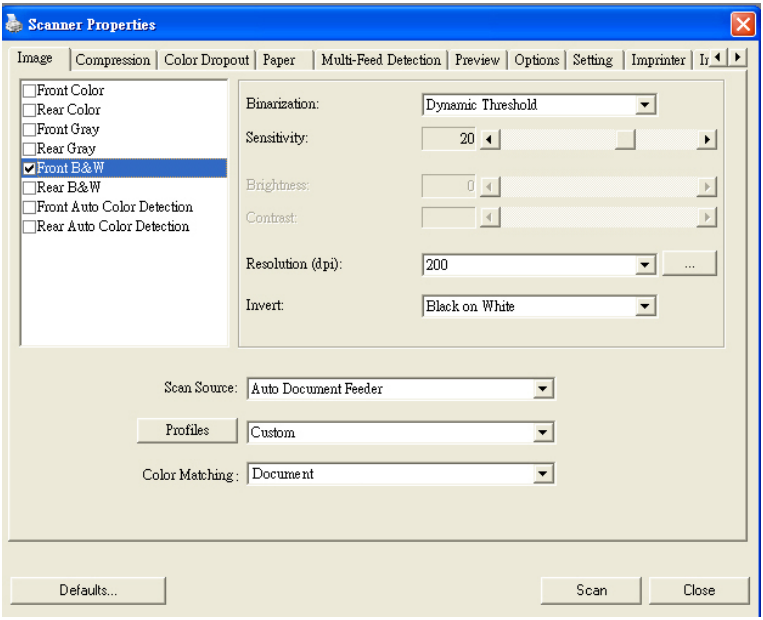
Buttons	Description
Defaults	Click the **Defaults** button, the factory default settings will be shown on each tab.
Scan	After all the scan settings are satisfactory, click the **Scan** button to start scanning your document.
Close	Click the **Close** button to leave the Scanner Properties dialog box.

The following table shows the default settings :

Tab name	Default settings
Image	Image : Front B&W Binarization : Dynamic Threshold Resolution : 200 dpi Invert : Blank on White Scan Source : Auto Document Feeder Threshold : None Brightness : None Contrast : None
Compression	None
Color Dropout	None
Paper	Cropping : Automatic Deskew : Yes Orientation : Portrait OverScan : 0.00 Unit : Inch
Multi-Feed Detection	None
Preview	None
Options	Rotation Degrees : None Blank Page Removal : None Edge Fill : White , 0 mm Image Control Option : None
Setting	Enable Energy Saver : Enable, 15 minutes after last scan action Show Scanning Progress : Yes Show Warning Message : Yes Save Settings after Closing : Yes
Imprinter	Digital Imprinter

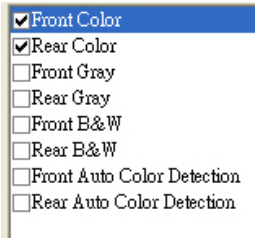
4.2 The Image Tab

The Image tab allows you to choose the front side and (or) the rear side of your document, the type of image, and to set several basic scan settings. Note that except for the resolution, you can set individual scan settings for the front side and the rear side. For example, all settings in the Image tab, Compression tab, Color Dropout tab can be set individually for the front and the rear side. However, the settings in the Paper tab, the Option tab, and the Setting tab have to be set the same for the front and rear side.



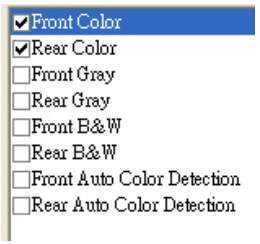
The Image tab dialog box

4.2.1 The Image Selection Box



The Image Selection box includes the image type and document side option. If you wish to scan both the front side and the rear side of your color document, you can check both Front Color and Rear Color at the same time. Note the options vary based on type of scanner.

Example 1 : Scanning a two-sided color document, both sides in color

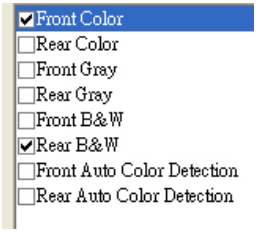


Side / Image Selection

Front

Rear

Example 2 : Scanning a two-sided color document, one in B&W(Drop Blue Color : Threshold : 10, Background : 79), the other in color

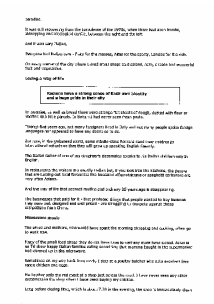


Side / Image Selection

Front

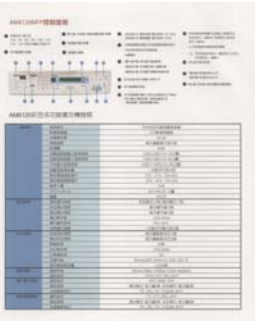
Rear

Image Type	Description
Color	Choose Color if you wish to scan a color image for your original in color.
Gray	Choose Gray image if your original contains actual shades of gray.
B&W	Choose B&W if your original contains only text, pencil or ink sketch.



B&W

Gray



Color

Front/Rear Auto Color Detection:

Click to automatically detect and scan the front or the rear page of your color document in color image mode. If your document is in colors, the scanner will automatically scan the document into a color image. If your document is non-color, you can choose the output to be either B&W or Gray from the Non-Color Selection option. This option is useful when you have a mixture of color and non-color document.

Note: If you choose Front Rear Auto Color Detection, you can not specify the image mode of your rear page and vice versas.

Sensitivity of Auto Color Detection

If your documents contain primarily B&W text and small amount of light or pale colors and you do not wish them to be recognized as color image to save the file size, you can reduce the sensitivity value by moving the bar to the left to let these images to be detected as B&W. The value ranges from 1 to 30. The default is 20.

4.2.2 Other Image Options

Binarization This is the process of converting a grayscale or color image to a bi-tonal image. There are several different methods of performing this conversion. **Options: Dynamic Threshold, Fixed Processing, Halftone 1~5, Error Diffusion**.

Dynamic Threshold: Selecting **Dynamic Threshold** allows the scanner to dynamically evaluate each document to determine the optimal threshold value to produce the highest quality image. This is used to scan mixed document containing faint text, shaded background, or color background with a single setting. If Dynamic Threshold is selected, Threshold, Brightness, and Contrast are not available.

Sensitivity of Dynamic Threshold

Occasionally your scanned image may contain small dots or speckles. To remove these spots, increase the sensitivity value by moving the bar to the right. The value ranges from 1 to 30. The default is 20.

Fixed Processing: Used for black-and-white and other high contrast documents. A single level is set to determine the black-and-white transition. The threshold is programmable over the entire density range. **Fixed Processing** sets Contrast to 0. If **Fixed Processing** is selected, Contrast is not available.

Halftone: In addition to the black and white display, Halftone can present a somehow gray shade of image by using different size of dots. Halftone image looks like the picture we have seen in the newspaper. **Options include Halftone 1, Halftone 2, Halftone 3, Halftone 4, Halftone 5.**

Error Diffusion: Error Diffusion is a type of Halftone. Error Diffusion gives good image texture and makes text in images more readable than Halftone.

Halftone Image

Error Diffusion Image

Threshold Used to convert a grayscale image to a bi-tonal image. The value ranges from 0 to 255. A low threshold value produces a lighter image, and can be used to subdue backgrounds and subtle, unneeded information. A high threshold value produces a darker image, and can be used to help pick up faint images.
Adjust the threshold setting by dragging the Threshold sliding bar to the left or right to achieve the desired threshold setting.

200 dpi, Threshold:50, Brightness: 0

200 dpi, Threshold:100, Brightness: 0

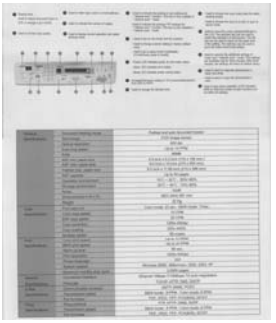
Gray

Document Type: Choice: Normal, Photo, Document

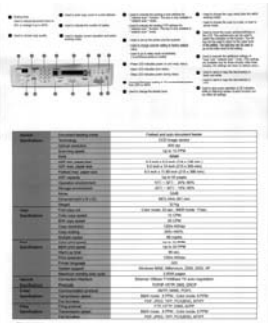
Three options of document type are provided when you choose Gray as the image type for your scanned document. Choice: Normal, Photo, Document.

- **Document:** Choose Document if your original contains pure text or a mixture of text and graphic since it is an optimal setting for regular business document. When using Document, only Threshold can be adjusted.
- **Photo:** Choose Photo if your original contains photo to reproduce your photo in vivid grayscale image. When using Photo, no Threshold and Contrast can be adjusted.
- **Normal:** When using **Normal**, Threshold, Brightness, and Contrast can be adjusted.

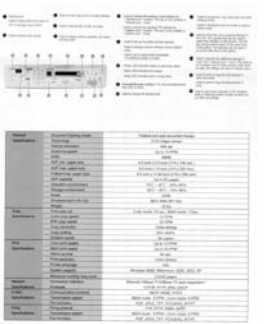
Threshold: The value ranges from 0 to 255. The default is 230. A low threshold value produces a lighter image, and can be used to subdue backgrounds and subtle, unneeded information. A high threshold value produces a darker image, and can be used to help pick up faint images. Adjust the threshold setting by dragging the **Threshold** sliding bar to the left or right to achieve the desired threshold setting.



Normal



Photo



Document (Threshold: 230)

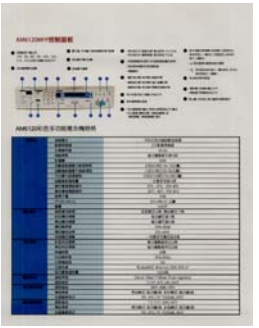
Normal

Photo

Document (Threshold: 230)

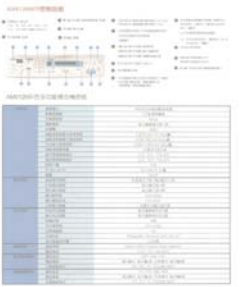
Brightness Adjusts the lightness or darkness of an image. The higher the value, the brighter the image. Drag the slider to the right or left to increase or decrease the brightness. The range is from –100 to +100.

Contrast Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the different grayscale. Drag the slider to the right or left to increase or decrease the contrast. The range is from –100 to +100.

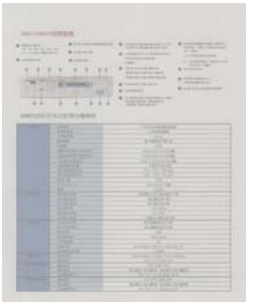


Brightness: -50

Brightness: 0 (Normal)

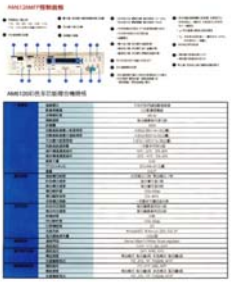


Brightness: +50



Contrast: -50

Contrast: 0 (Normal)



Contrast: +50

Resolution

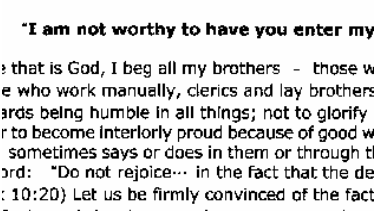
A good control of the resolution results a good detail of an image that scans. The resolution is measured by dots per inch (dpi). Normally, the greater the dpi number, the higher the resolution and the image file size. Be aware that greater resolution takes more time to scan, and more disk space for the scanning image. For your information, an A4 size color image scanned at 300 dpi at True Color mode consumes approximately 25 MB of disk space. A higher resolution (usually means over 600 dpi) is only recommended when you need to scan a small area at True Color mode.

Choose a resolution value from the drop down list. The default value is 200 dpi. Available resolutions are 75, 100, 150, 200,300, 400 and 600. Or you may choose your desired value by clicking the box in the right side of the drop down list and press the arrow key to select your desired value and then click the Add button to include it in the drop down list. **Note:** The resolution is up to 300 dpi if an imprinter or a MICR reader is installed or connected to the scanner.

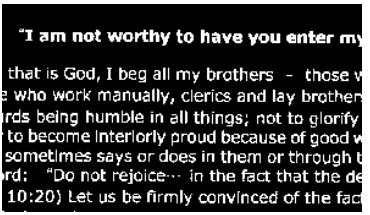
Resolution: 75 dpi

Resolution: 150 dpi

Invert Reverses the brightness and the colors in the image. The default setting is Black on a White background. Reverse mode is White on a Black background. For color images, each pixel will be changed into its complementary color at the command of Invert.


"I am not worthy to have you enter my
that is God, I beg all my brothers - those w
who work manually, clerics and lay brothers
ards being humble in all things; not to glorify
to become interiorly proud because of good w
sometimes says or does in them or through t
ord: "Do not rejoice··· in the fact that the de
10:20) Let us be firmly convinced of the fact

Black on White


"I am not worthy to have you enter my
that is God, I beg all my brothers - those w
who work manually, clerics and lay brother
irds being humble in all things; not to glorify
to become interiorly proud because of good w
sometimes says or does in them or through t
ord: "Do not rejoice··· in the fact that the de
10:20) Let us be firmly convinced of the fact

White on Black

Scan Source

Choice:

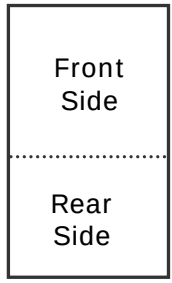
- **Auto Document Feeder:** Used to scan multiple pages.
- **Flatbed:** Used to scan a single page. For example, pages from newspaper clipping, paper with wrinkles or curls.
- **Flatbed (book):** Used to scan several inside pages from book.
- **Automatic:** Allow the scanner automatically set its scan source. If **Automatic** is selected and there is document in both the auto document feeder (ADF) and the flatbed, then the scan source will be automatically set to ADF. If **Automatic** is selected and there is document only in flatbed, then the scan source will be set to flatbed.
- **Merge Two Sides into One Image:**

  If you have a sheet-fed duplex scanner with front input tray, you can scan an A3 size document with an innovative method. Thus, fold your A3 size document into A4, and then load the paper in the front tray. Choose Merge Two Sides from the Scan Source option and then the scanner is able to scan both sides of your document and merge two A4 images into one A3 image.

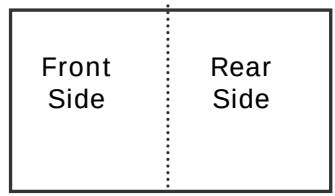
  When you select Merge Two Sides into One Image, the Cropping or Multi-feed function will be disabled.

Note the options vary based on type of scanner.

Select the "Merge Vertically" option to merge the front side and the rear side of a page into one image vertically. If the "Merge Vertically" option has not been selected, the front side and the rear side of a page will be merged into one page horizontally.



Merge Vertically



Merge Horizontally

Note the options vary based on type of scanner.

Color Matching

The purpose of Color Matching is getting the accurate color. This option uses the default parameters (ICC profile) to adjust the colors of the image.

Choice: None, Document, Photo

- **None:** Choose "None" to disable this option.
- **Document:** Choose "Document" if your original contains pure text or a mixture of text and graphic since it is an optimal setting for regular business document.
- **Photo:** Choose "Photo" if your original contains photo to reproduce your photo in vivid color image.

Normal

After Color Matching

4.2.3 Scanning color images

The following options are available for scanning color images.

- Brightness
- Contrast
- Resolution
- Invert

4.2.4 Scanning grayscale images

The following options are available for scanning gray images.

- Brightness
- Contrast
- Resolution
- Invert

4.2.5 Scanning B&W images

The following options are available for scanning B&W images.

- Binarization (Dynamic Threshold)
- Resolution
- Invert

Or

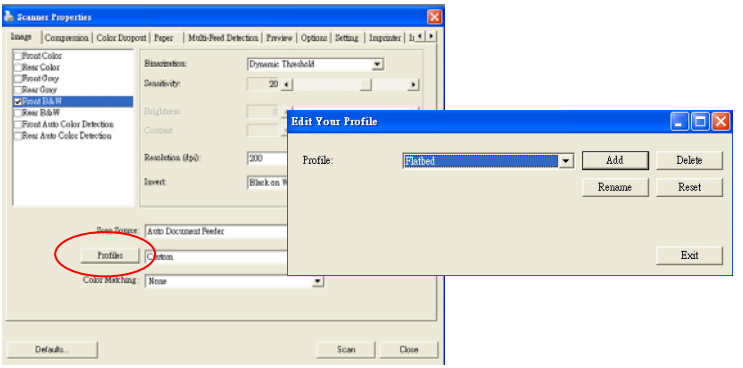
- Binarization (Fix Processing)
- Threshold
- Brightness
- Resolution
- Invert

4.2.6 Editing Profiles

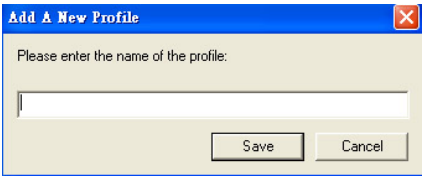
The Scanner Properties dialog box allows you to change and save your frequently used scan settings into a profile. You can edit these profiles by renaming or deleting them.

To add a new profile,

1. Customize your settings. (For example, change your resolution, image type, cropping method, scan size, or other scan settings.)
2. Click the Image tab and then choose "Profiles" to prompt the "Edit Your Profile" dialog box.



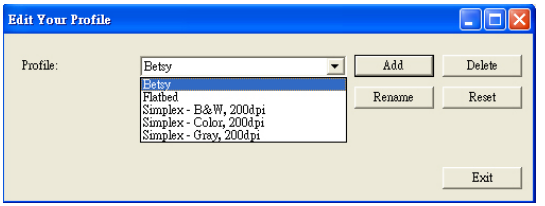
3. Click "Add" to enter the name of the profile and then choose "Save".



4. The new profile will be saved and shown in the "Profiles" dropdown list box.

To load a profile,

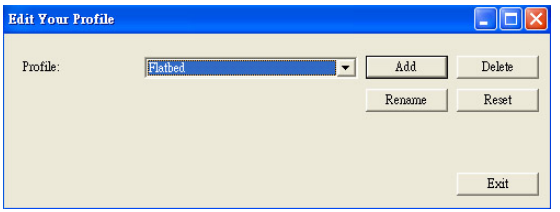
1. From the Image tab dialog box, choose your favorable profile from the "Profiles" dropdown list box.



2. Your favorable profile will be immediately loaded and displayed on Scanner Properties dialog box.

To delete a profile,

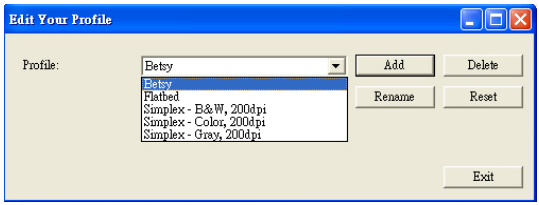
1. From the Image tab dialog box, click "Profiles" to prompt the Edit Your Profile dialog box.



2. Choose the profile you want to delete from the dropdown list box.
3. Click "Delete". A Confirm message "Are you sure you want to delete this profile?" is prompted.
4. Choose "Yes" to delete or "Cancel" to quit.

To rename a profile,

1. From the Image tab dialog box, click "Profiles" to prompt the Edit Your Profile dialog box.



2. Choose the profile you want to rename from the dropdown list box and then click the Rename button.

3. Enter new name for the profile.

4. Choose "Save" to save the new profile or "Cancel" to quit.

Note:
The preset default profiles include Flatbed, Simplex-B&W, 200 dpi, Simplex-Gray, 200 dpi, Simplex-Color, 200 dpi, Duplex-B&W, 200 dpi, Duplex-Gray, 200 dpi, Duplex-Color, 200 dpi. If you have a simplex or a sheetfed scanner, the duplex or the flatbed option will not be available.

4.3 The Compression Tab

The Compression tab allows you to compress your scanned image and choose the level of compression. Bi-tonal images are normally compressed using CCITT standard called Group 4 (G4). Color and grayscale images are often compressed using JPEG technology. Move the **JPEG Quality** slider to the right or left to increase or decrease the level of compression. Note the greater the compression level, the lower image quality. Default is 50%.

Note that the compression depends on your image editing application. If your image editing application does not support the type of compression format, then either a warning message will appear or the image quality of the compressed file will not be acceptable.

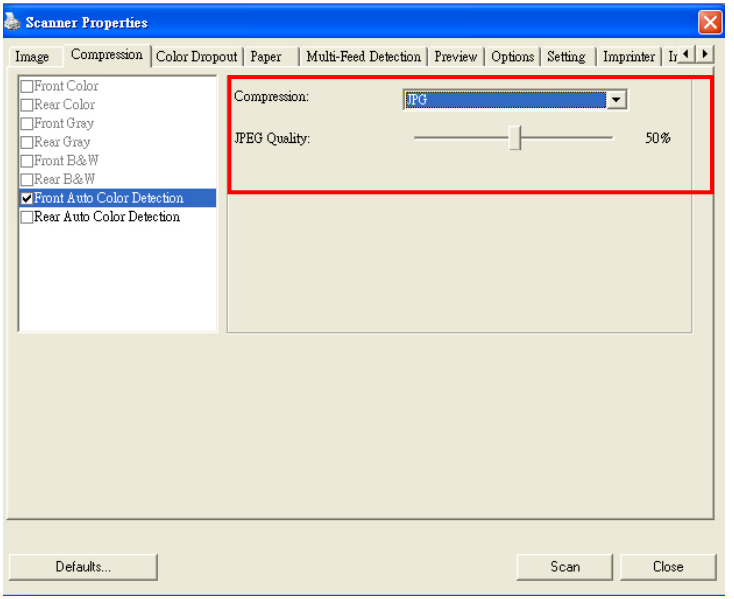
JPEG (Joint Photographic Editor Group). This group developed and lent their name to a file compression standard for color and grayscale images that is widely used by scanners, and software applications. On Microsoft Windows-based systems, a file with the extension .jpg has normally been compressed using this standard.

For scanning color or gray images, the following compressions are available:

- None
- JPEG

For scanning B&W images, the following compressions are available:

- None
- G4



The Compression tab dialog box

4.4 The Color Dropout Tab

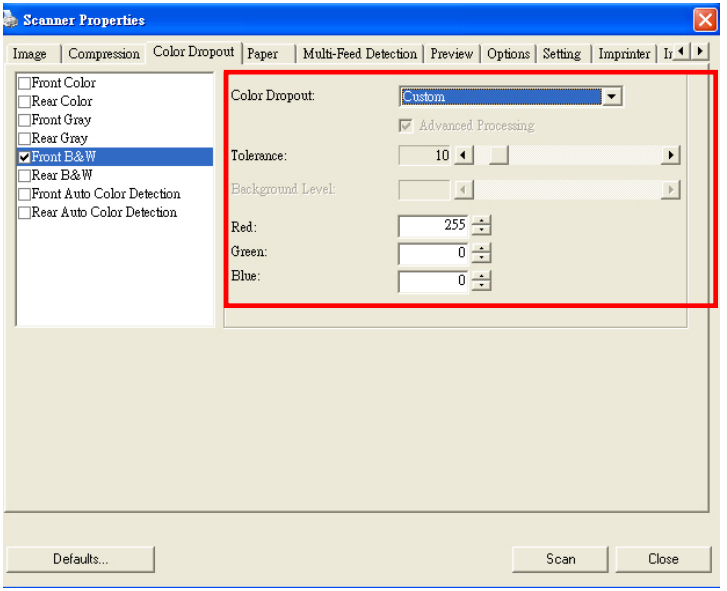
4.4.1 Color Dropout Selection

Color Dropout tab allows you to drop either of the red, blue, or green color in your scanned image. If your image contains red color watermark or background, choose the R (Red) channel then any red watermark or background will be removed. This feature is used to sharpen your text when using OCR (Optical Character Recognition) software.

The "Custom" option allows you to specify your desired color to be removed by entering its RGB (Red, Green, and Blue) value respectively.

Tolerance: Specify the allowable color range to be removed for the color you selected. Specified range: 1 ~ 100
The large the numeric value, the wider the color dropout range is.

Note that this function supports only black & white and gray images. Therefore, be sure to choose any black & white or gray image type while applying this function.



The Color Dropout dialog box

4.4.2 Other Color Dropout Options

Advanced Processing provides two options that can adjust your scanned image in the best optimal result.

Filter Threshold This value is used to determine the color which will be dropped out. A lower value will drop more of the selected color out, while a higher value will leave more of the selected color in.

Background Level The pixel which is higher than the background value will be adjusted to the lightest point. Adjust the value for both the Filter Threshold and Background Level to produce the best optimal result.

Example, slightly adjusting the background value makes your text more clear.

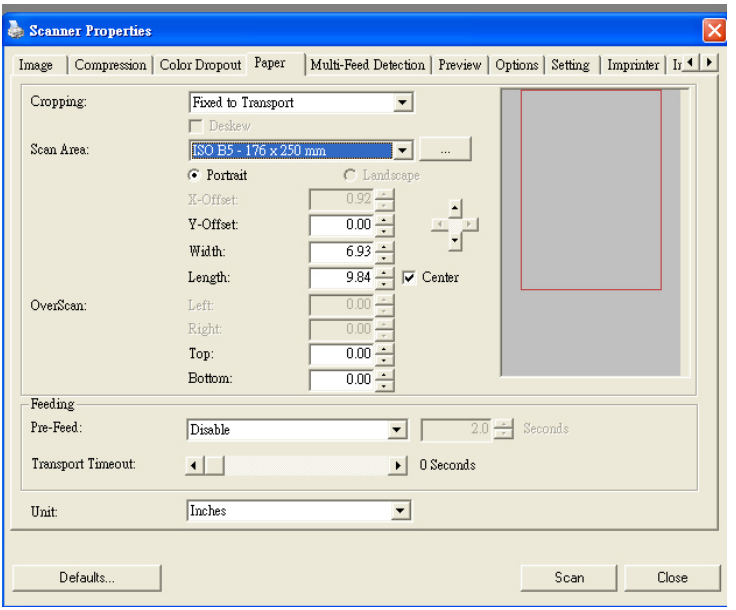
Original

Remove Blue, Threshold: 20, Background: 255

Remove Blue, Threshold: 20, Background Level: 210

4.5 The Paper Tab

The Paper tab allows you to define values relating to image output (i.e., Auto Crop or not, Scan Area, OverScan, Multi-Feed Detection).



The Paper tab dialog box

4.5.1 Cropping

Cropping allows you to capture a portion of the document being scanned. **Choice: Automatic, Fixed to Transport, EOP (End of Page) Detection, Automatic Multiple, Relative to Documents.**

Options	Description
Automatic	Automatic adjusts the cropping window according to different document sizes. Use this option for batches of mixed-sized documents.
Fixed to Transport	This feature allows you to define the area or zone to be imaged. Use for batches of same-sized documents. If you select this option, you can use the arrow keys to define the x and y offset values, width and length to redefine your scanned area. The Display window will show image placement as you change the values.
EOP (End of Page) Detection	This feature allows you to define the area or zone to be imaged. Use for batches of same-width but different length documents. If you select this option, you can use the arrow keys to define the x and y offset values, width and length to redefine your scanned area. The Display window will show image placement as you change the values.

Automatic Multiple	This option allows you to place various sized documents such as photos, ID Cards, or business cards on the flatbed (if available) and lets you create multiple individually cropped images in one scan. Note: To correctly create multiple images, please make sure there is at least 12mm (0.5") of space between each document.
Relative to Document	This option allows you to crop different areas on your documents and deliver these images in B&W, Gray, or Color separately. For example, there are applications which require you to store the entire document in B&W and a part of the document in color to save storage space. This is useful for documents where a photograph or signature appears in a consistent area on the document such as resumes, and so on.

The following options are only available when **Fixed to Transport** is selected.

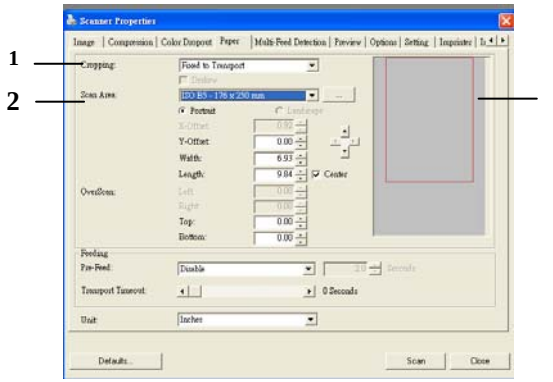
- **X-Offset** — the distance from the left end of the scanner to the left edge of the scanning area.
- **Y-Offset** — the position from the top end of the document to the top end of the scanning area.
- **Width** — the width of the scanning area.
- **Length** — the length of the scanning area.
- **Center:** automatically calculates the x-offset for center-fed feeding based upon document size selected.
- — relocate the scan area by click the arrow key on the cross sign while retain the scan size. View the result from the Display window.

Relative to Document: (used for batches of same-sized documents)

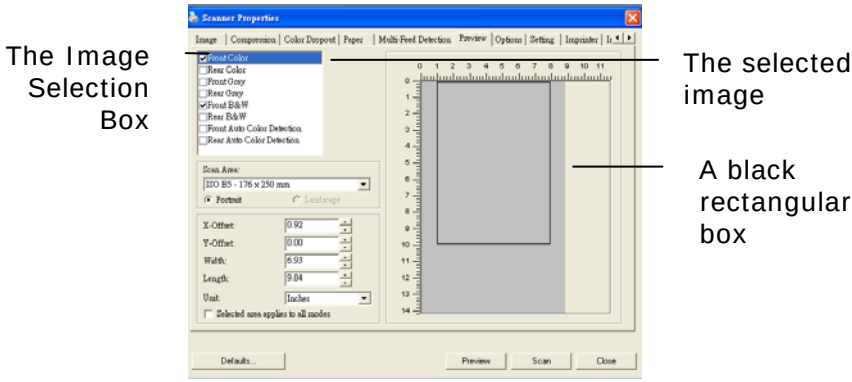
This option allows you to crop different areas on your documents and deliver these images in B&W, Gray, or Color separately. For example, there are applications which require you to store the entire document in B&W and a part of the document in color to save storage space. This is useful for documents where a photograph or signature appears in a consistent area on the document such as resumes, and so on.

The following procedure describes how to reproduce the entire document in B&W and a portion of document (picture) in color.

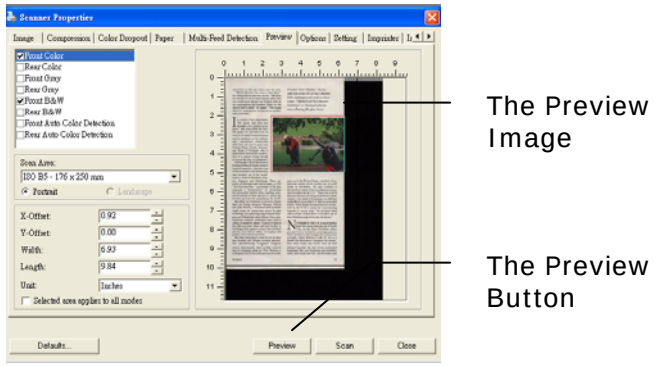
1. On the Paper tab, choose "Relative to Document" or "Fixed to Transport" from the Cropping option.
2. Choose your scan size from the Scan Area option. The selected scan size will be displayed in a red rectangular box. This is also the scan size of your entire document. (For example, ISO B5. If you have not chosen a scan area and leave the selection as None, then the default area will be the scanner's maximum.)



3. Click the Preview tab to display the Preview window. A black rectangular box appears to indicate the max. scan size your have just selected.

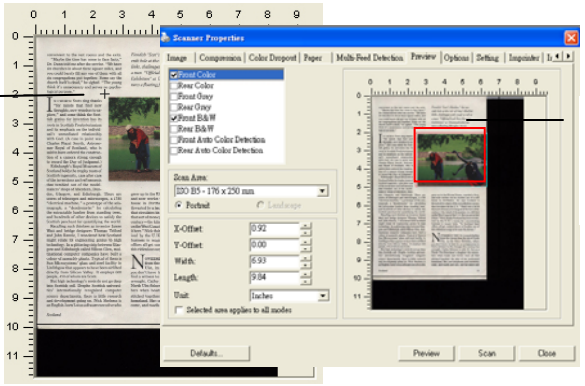


4. Click the Preview button to view the entire image in low resolution to correctly crop your relative scan area.



5. Select image type from the Image Selection box. The selected image will appear in highlighted color. (For example, Front Color)

6. Place your cursor on the Preview window and click your left mouse button. A cross sign will appear as illustrated. Create your relative scan size diagonally by dragging the left mouse button to your preferable size. The selected area will appear in a red box as illustrated.



7. Check the B&W image from the Image Selection box to scan the entire document.
8. Click the Scan button to start scanning the document in two image types and sizes. (See the result in below.)

The entire document in B&W

The relative area in color

4.5.2 Other Paper Selection

Deskew

Use this option to automatically deskew a document.

Note: If the skew angle is too great, some of the image may be cut off.

Scan Area

Choose your desired paper size with the drop-down list box. Or you may select a custom paper size by clicking the **Scan Area** box and then click **Add** to include in the choice.

Choice: None, US Letter- 8.5"x 11", US Legal – 8.5" x 14", ISO A4 – 21 x 29.7 cm, ISO A5 – 14.8 x 21 cm, ISO A6 – 10.5 x 14.8cm, ISO A7 – 7.4 x 10/5 cm, ISO B5 – 17.6 x 25 cm, ISO B6 – 12.5 x 17.6 cm, ISO B7 – 8.8 x 12.5 cm, JIS B5 – 18.2 x 25.7 cm, JIS B6 – 12.8 x 18.2 cm, JIS B7 – 9.1 x 12.8 cm, Scanner Maximum, Long Page.

Long Page:
When you need to scan documents whose length exceeds scanner maximum, please choose Long Page. Note if Long Page is selected, the Multi-Feed Detection will not be available. Options: Unknown Length, Enter Length (Note: This option varies due to type of scanner.)

Choose "Unknown Length" if you have a batch of long page document with unknown length. Choose "Enter Length" to enter the length and width of your documents or your desired scan size on documents. This is useful when you have a batch of documents with the same scan size or a batch of same-sized documents.

OverScan

Overscan allows you to add a specific margin at top and bottom or right and left (Options vary based on the type of scanner) of the edge of the image. This is used to reduce possible corner clipping on the skewed images and often applied to a batch of skewed document to be scanned in the auto document feeder. Select a value between 0 and +5 mm. Note the overscan result will not be shown in the Display window and that the availability of the function varies based on type of scanner.

Pre-Feed

Choice: Enable, Disable. If enable is selected, you can set the amount of time the scanner starts pre-feeding your paper after your documents has been loaded into the feeder. The default is disable.

Transport Timeout

Set the amount of time the scanner will wait and then start auto scan after the first scan job is completed. If you have many separate documents need to be scanned at the same scan settings, this feature is especially useful. The default is 0. The value ranges from 0 to 30 seconds.

Note:

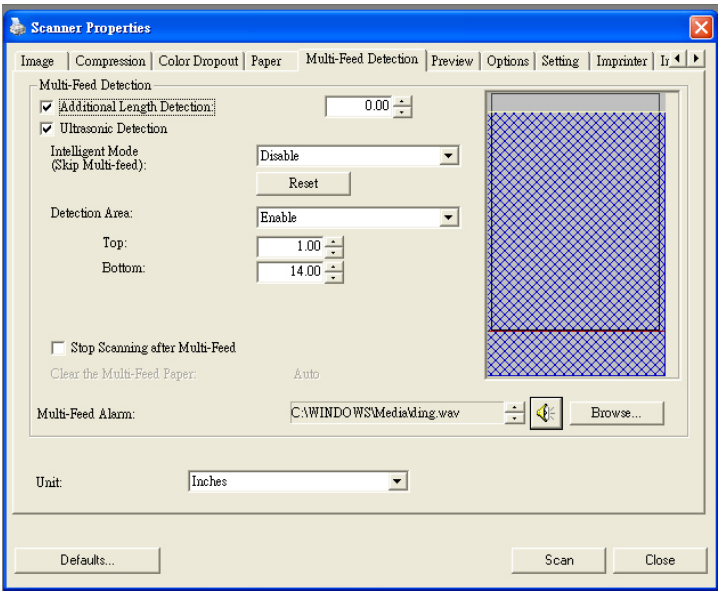
1 Within the specified timeout period, if you load your document to the feeder, the scanner starts scanning automatically.

2 If your scanner has a flatbed option and you place your paper on the flatbed, after the timeout period, you need to click the Scan button on the TWAIN user interface to start scanning.

4.6 The Multi-Feed Detection Tab

Multi-Feed Detection

Multi-Feed Detection allows you to detect overlapped document that go through the auto document feeder. Multi-Feed usually occurs due to stapled documents, adhesives on documents, or electro-statically charged document. Note : The availability of the function varies based on type of scanner.



Additional Length Detection
Additional Length Detection allows you to define the length of document being multi-fed. This value indicates the additional length exceeding your scan area. The Display window will show the size of the document as you change the value. A value of 0 indicates no additional length detection. The Additional Length Detection is best used when scanning same-size documents in the auto document feeder.

Intelligent Mode (Skip Multi-Feed) By Ultrasonic Detection
Some documents which are glued with a photo or a label may easily be detected as multi-feed yet you wish to bypass these multi-feed conditions. In this case, you can use the intelligent mode to let the scanner memorizes and skips these multi-feed conditions. **Choice includes Disable, By Length(Paper/Object), By Position, By Length(Paper/Object)+Position.**

By Length (Paper/Object): When a multi-feed is detected for the first time, the scanner memorizes both the length of the document and the length of the object (photo or label) attached to the document. When you perform next scanning, this pattern of multi-feed will be bypassed.

By Position: When a multi-feed is detected for the first time, the scanner memorizes the position of the photo or label attached to the document. When you perform next scanning, this pattern of multi-feed will be bypassed.

By Length (Paper/Object)+Position: When a multi-feed is detected for the first time, the scanner memorizes the length of the document, the length and position of the object (photo or label) attached to the document. When you perform next scanning, this pattern of multi-feed will be bypassed.

To use the intelligent mode,

1. Choose your desired multi-feed detecting method to bypass by.
2. When multi-feed occurs during scanning, a multi-feed warning message appears.
3. Choose **OK** to skip the multi-feed condition from next scanning and close the message.
4. Open your TWAIN data source in your scanning application. The same multi-feed condition will not be recognized as multi-feed.

Note:

1. You can clear the previous multi-feed conditions by clicking the **Reset** button.
2. The scanner can memorize to bypass up to 25 multi-feed conditions.
3. If you uninstall your scanner driver, the previous multi-feed conditions which have been set to memorize and skip will still be valid.

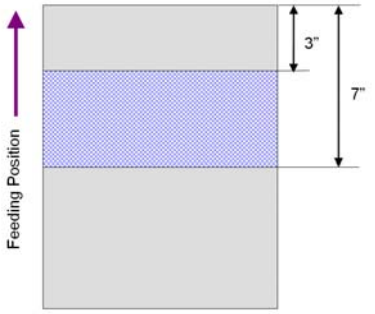
Detection Area

This option allows you to specify a multi-feed detection area.

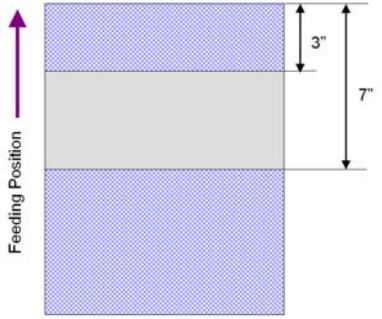
To specify a multi-feed detection area,

1. Choose **Disable** from the Intelligent Mode. The Detection Area will be enabled.
2. Choose **Inside the Range** or **Outside the Range**. The detection area will be highlighted.
3. Drag your mouse pointer on the top or the bottom of the detection area to specify your area in the display window. Or you may use the up and down arrow key of the Top and Bottom to change its size. The Top indicates the starting position of the detection range. The Bottom indicates the ending position of the detection range. Note the top value and the detection range has to be at least 1 inch.

Detection Area: Inside the Range, Box, Top: 3", Bottom: 7"



Detection Area: Outside the Range, Box, Top: 3", Bottom: 7"



Ultrasonic Detection

Ultrasonic Detection allows you to set overlapped document by detecting paper thickness between documents. Note： The availability of the function varies based on type of scanner.

There are two options available if Multi-Feed is detected.

- **Stop Scanning after Multi-Feed**

  If this is selected, the scanner will stop the feeder and display the following Warning dialog box if multi-feed is detected.

Action:

1. Follow the instruction on the Warning dialog box to remove the rest pages on the feeder.
2. Click OK to close the Warning dialog box.
3. Scan the rest pages.

Clear the Multi-Fed Paper: Auto

If this is checked, once multi-feed is detected and scanning operation is stopped, the scanner will automatically clear the transport of the multi-fed paper. If this is not checked, once multi-feed is detected and scanning operation is stopped, you need to manually clear the transport of the multi-fed paper. Note: The availability of this option varies based on type of scanner.

- **Multi-Feed Alarm**

  If a wave file is added, the scanner will make a sound alarm if multi-feed is detected yet no Warning dialog box will be displayed.

  If "Stop Scanning after Multi-Feed" is selected, the scanner will stop the feeder.

  If "Stop Scanning after Multi-Feed" has not been selected, the scanner will continue to scan till the end of your document.

  Action:

  1. If "Stop Scanning after Multi-Feed" is selected, follow the action described in the preceding section "Stop Scanning after Multi-Feed" on the previous page to complete your job.
  2. If "Stop Scanning after Multi-Feed" has not been selected, rescan the pages where multi-feed is detected.

How to add the sound alarm：

1. Click the Browse button on the right side of the speaker icon. The Open dialog box appears.
2. Choose your wave file.
3. Click the Open button. The wave file is added.

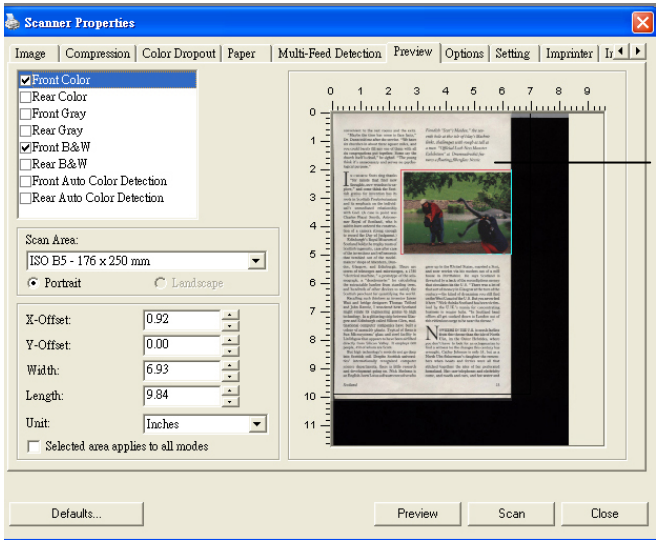
Units

Defines the primary measurement system. **Inches, Millimeters,** and **Pixels** are available.

4.7 The Preview Tab

The Preview tab allows you to preview (a low-resolution scan) your image before final scan. This preview image lets you allocate your scan area. You can choose your scan area by the "Scan Area" drop down list box or placing your cursor on the Display window and dragging it diagonally on the Display window. Then, a red rectangle box will appear to indicate the selected area.

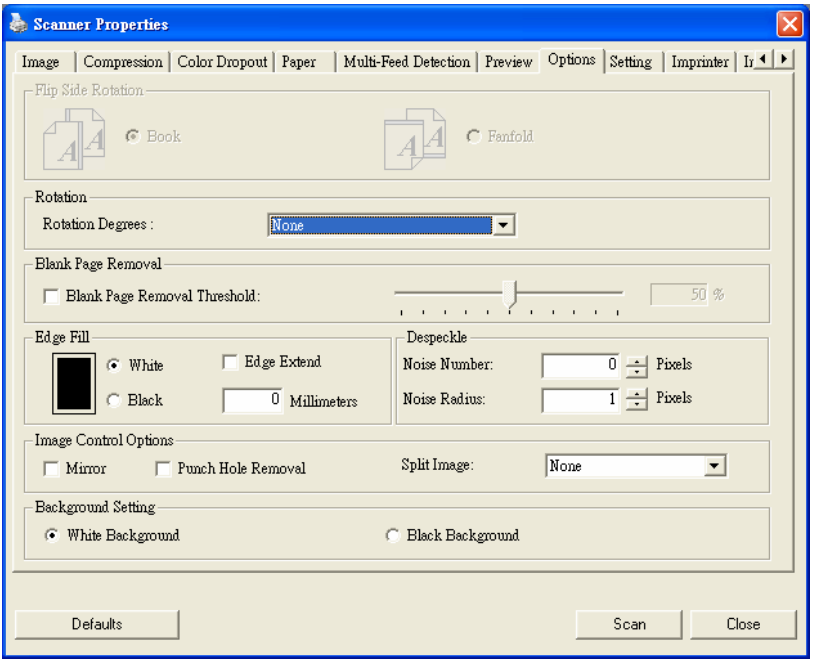
Note: If you choose "Automatic Cropping" on the "Paper Tab", then to select a scan area on the Preview tab is not allowed.



The Preview Tab

4.8 The Options Tab

The Options tab allows you to set following additional image processing settings.



The Option tab dialog box

Flip Side Rotation

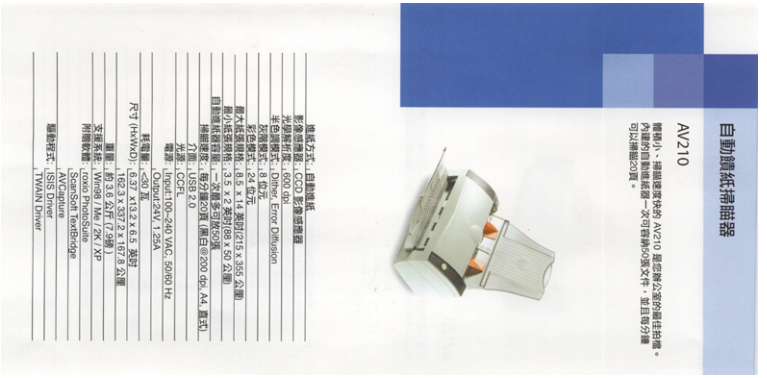
Select "fanfold" to rotate the image of the reverse side to 180 degrees.

This is applied to double-sided document which are viewed in portrait are sometime fed into the scanner in landscape or vice versa.

Choice: Book, Fanfold.

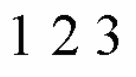
If "Book" is selected, the image of the reverse side will not be rotated.

The following illustration shows the documents which should be viewed in portrait are fed into the scanner in landscape



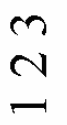
Rotate Image Choose the rotation angle from the drop down list if you wish to rotate your scanned image.

Choice: None, 90°CW(clockwise), 90°CCW(counter clockwise), 180°, Auto based on contents. Auto rotate every even page.

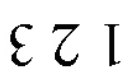


Original

Rotate 90°CW



Rotate 90°CCW



Rotate 180°

Auto based on contents: When **Auto based on contents** is selected, images can be rotated to their proper orientations based on their contents.

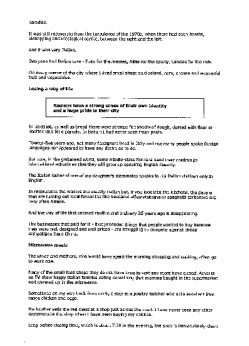
Auto rotate every even page:

Automatically rotate 180**°** on every even page. This is especially useful when you scan the inside pages from a book. As a result, if you choose "Flatbed (book)" from the "Scan Source" option, "auto rotate every even page" will be selected as default.

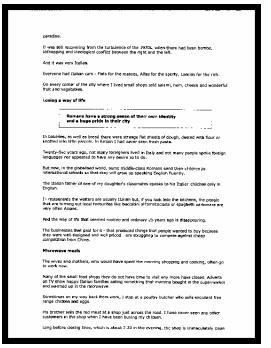
Note: This option varies based on type of scanner.

Blank Page Removal Check if you wish to remove the blank page and move the slider to the left or right to your desired threshold.

Edge Fill Check White or Black if you wish to add white or black edge on the border of your scanned image. Enter the value from 0 to 5 mm. Default value is 0.



Original



Edge Fill: 5mm (Black)

Image Control Option

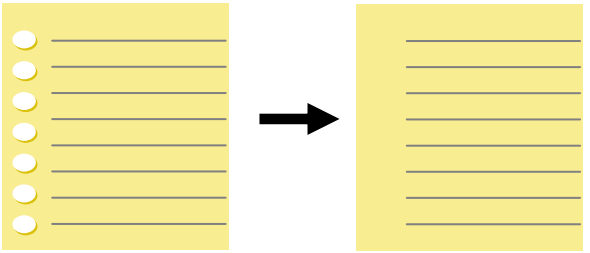
Check the Mirror box if you wish to reverse the right and left side of your image.

Original

The Mirror Effect

Punch Hole Removal

You can remove punch holes from the output scanned image when scanning punched document. Note the availability of this feature varies depending on your scanner model.



Original Output image

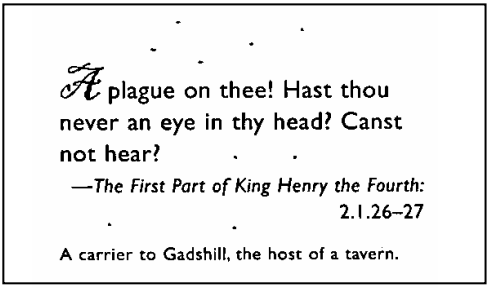
Punch holes can not be removed when:

- Resolution is set lower than 150dpi
- The hole is near the edge of the document
- The holes are not aligned along the edge of the document
- Punch Hole Removal is available only when "Auto Crop" is enabled. If either "Fixed to Transport", "EOP (End of Page) Detection", "Automatic Multiple", "Relative to Documents" is selected from the Cropping option on the Paper tab, the Punch Hole Removal option will be disabled.

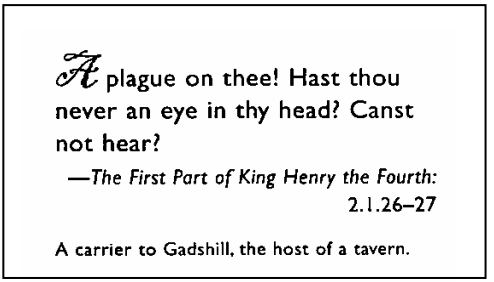
Despeckle

Occasionally small dots or specks appear in the background of a scanned image. Remove unwanted speckles provides a cleaner image for OCR (Optical Character Recognition) processing, and also helps to reduce compressed file size.

Define the speckles (also known as image noise) you wish to remove by specifying its number (size) and radius (range). The measuring unit is pixel. The higher the number, the more speckles will be removed.


A plague on thee! Hast thou never an eye in thy head? Canst not hear?
—*The First Part of King Henry the Fourth:* 2.1.26–27
A carrier to Gadshill, the host of a tavern.

Before Despeckle
(noise number:0, noise radius:1)


A plague on thee! Hast thou never an eye in thy head? Canst not hear?
—*The First Part of King Henry the Fourth:* 2.1.26–27
A carrier to Gadshill, the host of a tavern.

After Despeckle
(noise number:22, noise radius:10)

Note:

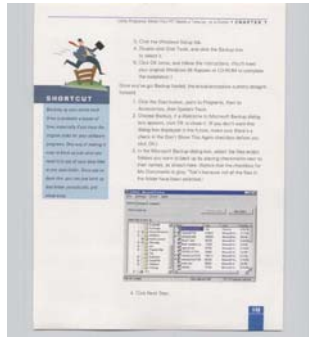
- The function is currently available for Black and White image only.
- To scan at rated speed, it is recommended to set the noise radius up to 10 pixels.

Background Setting

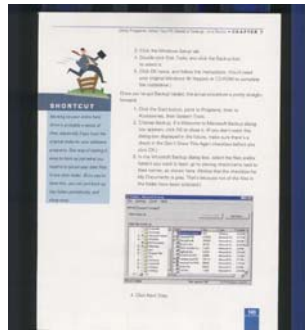
This option allows you to set your scan background. **Choice: White Background, Black Background.**

Note: For a sheet-fed scanner with an auto document feeder, this option is currently available only in the "Auto crop" mode. For a scanner with a flatbed platen, this option is available either in the "Auto crop" or the "Fixed to Transport" mode.

For details on choosing the "Auto crop" or the "Fixed to Transport" mode, please refer to section 4.5.1, Cropping.



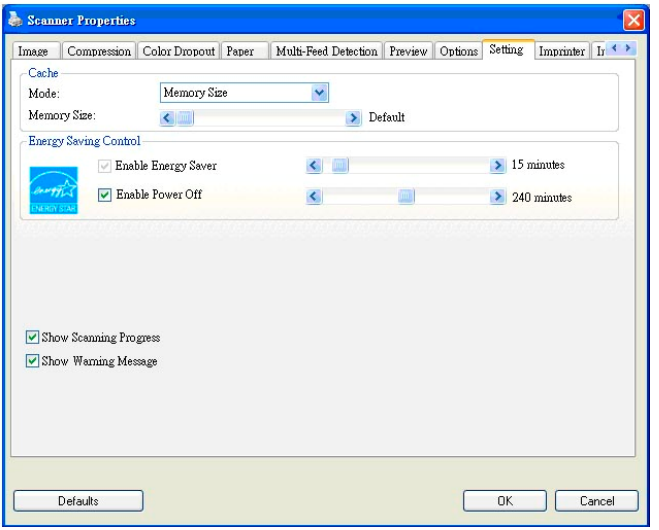
White Background



Black Background

4.9 The Setting Tab

The Setting tab allows you to set the following settings:



The Setting tab dialog box

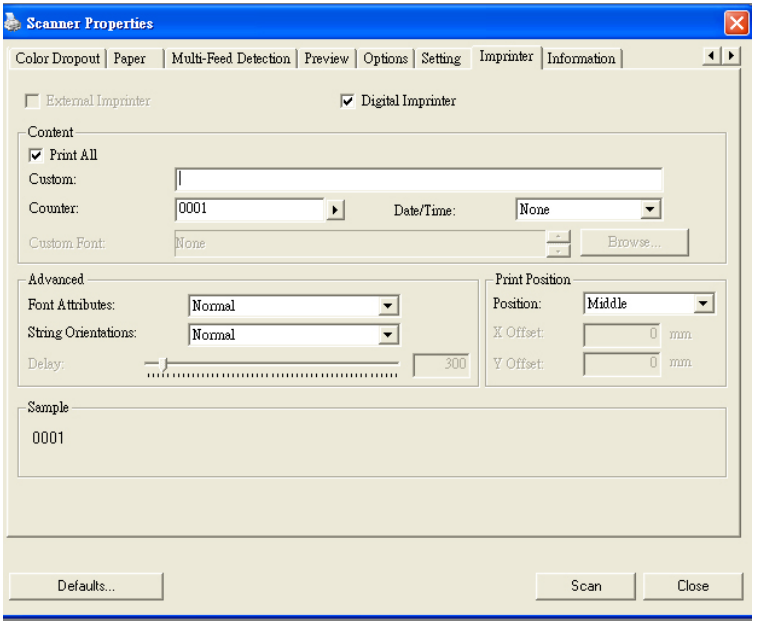
Energy Saving Control	Check the **Enable Energy Saver** box and move the slider to set the amount of time to start the energy saver after your last action. The range is from 1 to 240 minutes. The default value is 15 minutes.
Enable Power Off	Check the **Enable Power Off** box and move the slider to set the amount of time to automatically turn off the scanner after your last action. The range is from 1 to 480 minutes. The default is 240 minutes (4 hours). Note the value of "Power Off" has to be greater than or equal to the value of "Energy Saving".

Cache	**Mode: None, Page Number, Memory Size**. This option allows you to assign a specified memory size from the available RAM to process the image data. By specifying a smaller memory size, you can free more memory for other applications you are running. By specifying a larger memory size, you can have more memory to process the image data especially when you have a large amount of documents needed to be scanned. You can also specify your memory size by the page number. For your information, an A4 color document scanning at 300 dpi consumes approximates 24MB. **Image Count** When the selected cache mode is "none", the image count option allows you to assign number of pages you need to scan. For example, if you wish to scan the first two pages, simply move the page slider to 2, and the scan action will be stopped when the scanning of the first two pages have been completed.
Barcode Detection	Check this option to enable detecting and recognizing barcode in your document. After the detecting process, an avbarcode.ini file will be generated and stored in your system drive, for example, Windows\avbarcode.ini. Note: The availability of this feature varies based on type of scanner.

Show Scanning Progress	Check and the scanning progress bar will be shown during scanning.
Show Warning Message	Check to show the warning messages such as "ADF pad count exceeds 50,000 scans (the number varies based on type of scanner). Please replace the ADF pad and reset the pad count."
Save Settings after Closing	Check to save your scanner properties settings after leaving the dialog box. Next time when you open the Scanner Properties dialog box, the previously saved settings will be shown.

4.10 The Imprinter Tab

The Imprinter tab allows you to print alphanumeric characters, date, time, document count and custom message on your scanned image if digital imprinter is selected or at the back of your document if external imprinter is selected.



Choice: External Imprinter, Digital Imprinter. If you have installed an external imprinter, choose external imprinter. If you do not have an imprinter, choose digital imprinter. Note External Imprinter provides a vertical and rear-side print capability while digital printer provides a horizontal and front-side print capability.

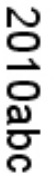
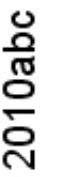
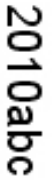
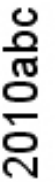
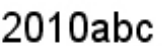
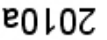
Contents

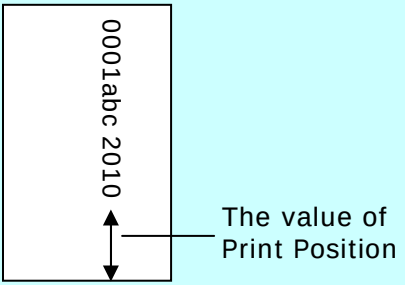
Print All	Check **Print All** to automatically print the text at all pages of your documents. Uncheck **Print All** to print the text for the first page of your documents only.
Custom	Enter your custom text to be included in your print string.
Counter	Show the document count for the scan session. This value is increased sequentially by the scanner.

Date/Time	Choose if you wish to include the date and time in your print string. Format: YYYYMMDDHHSS For example, 20090402170645-check0001 indicates year, month, date, hour, seconds, your custom text and the counter.
Custom Font	Choose your desired font. **Choice: Normal, Fixed Width** **Fixed Width (**Mono spaced) fonts have a fixed character spacing. So each character occupies the same width.

Advanced

Font Attributes	Choose your font attributes. **Choice: Normal, Underline, Double, and Bold.**

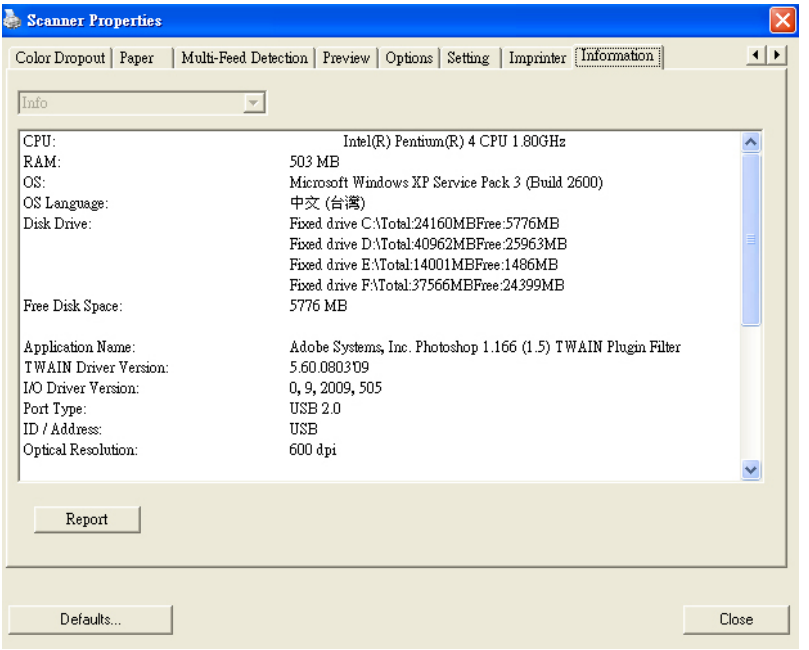
String Orientation	Choose your string orientation. **Choice: Normal, Rotated, Vertical, Vertical Inversion, 90 degrees CW, 90 degrees CCW**  **Normal**  **Rotated** **Vertical** **Vertical Inversion**  **90 degrees CW**  **90 degrees CCW** If you check the digital imprinter to stamp text on your scanned image, the illustration of normal and rotated string is shown below:  **Normal**  **Rotated**

Print Position	Choose the position you wish to print your string. Move the slider to the right to increase the value or to the left to decrease the value. Range: 0~355mm, default:0 mm The value indicates the height from the bottom of your paper to the last letter of your string. This option is available only if an external imprinter is installed. 

Print Position (for digital imprinter)
Choose the position of your printed string. **Choice: Top, Middle, Bottom, Custom.** If Custom is selected, enter the X and Y offset value to specify the position.

4.11 The Information Tab

The Information tab displays the following system and scanner information.



The Information tab dialog box

The "Report" button :

If you encounter any error message while using the scanner, click the Report button. A report.txt file (C:\AVxxx) will be generated. Please send this file to the nearest service center for trouble shooting.

The "Reset Pad Count" button :

After scanning approximately 50,000 pages (the number varies based on type of scanner) through the Auto Document Feeder (ADF), the ADF pad may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the ADF pad with a new one. (Please refer to the manual for proper replacing procedure.) For ordering the ADF pad, please consult your nearest dealer. After replacing the ADF pad, click the "**Reset Pad Count**" button to reset the pad count.

The "Reset Roller Count" button :

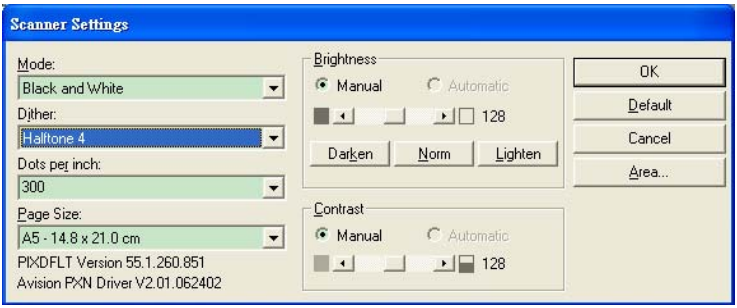
After scanning approximately 200,000 pages (the number varies based on type of scanner) through the ADF, the ADF roller may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the ADF roller with a new one. (Note the replacement of the ADF roller has to be performed only by authorized service center. Therefore, please return your scanner for roller replacement.) After replacing the ADF roller, click the "**Reset Roller Count**" button to reset the roller count.

Note :
The lifetime and the replacing procedure vary based on type of scanner.

5. ISIS Interface Operation

* Please refer to the preceding chapter, Scanner Installation, to install ISIS scanner driver. You may start the supplied QuickScan software application to scan via the ISIS user interface.

The ISIS driver operation method is similar to the TWAIN's. Every function on the ISIS interface screen is briefly described as below:



Mode: Select one of scan modes, including B&W, gray, color options.

Dither: 5 halftone levels available, can be disabled.

Dots per inch: Select your desired resolution.

Paper Size: Select your desired paper size.

Brightness: Adjust your scan image brightness or darkness.

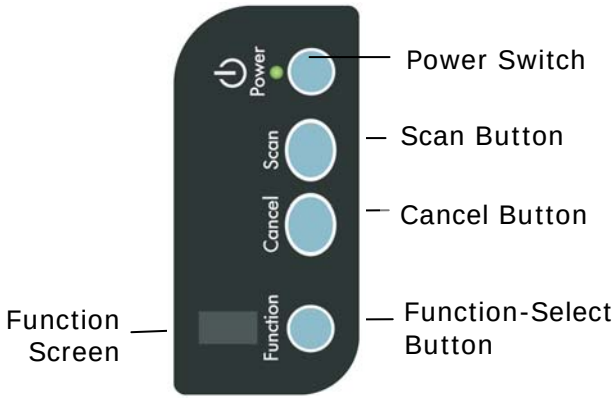
Contrast: Adjust the range between the darkest and the lightest shades in the image.

Default: Click to reset all settings.

Area: Select your desired scan area or position.

6. Using the Buttons

The following picture shows the 4 buttons and 1 function screen on the scanner.



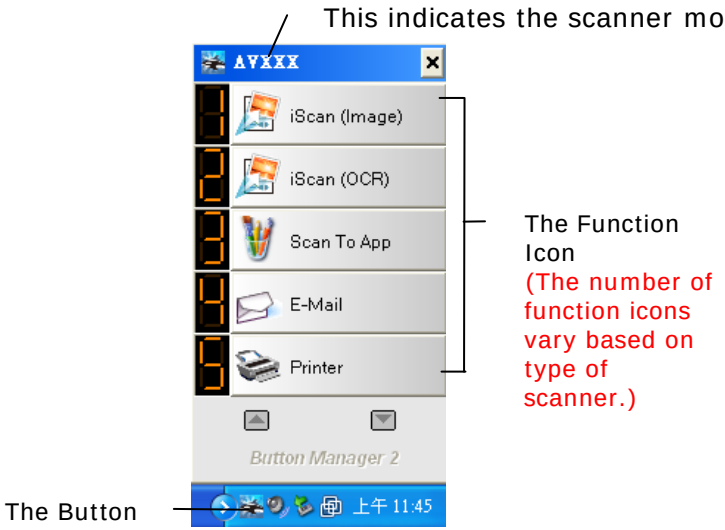
6.1 Installing Button Manager V2

Button Manager V2 provides you an easy way to scan your document and then link the scanned image to your designated software application. All this can be done by a simple touch of the button on the scanner. Yet, before you scan, it is recommended to check the button configurations first to ensure a proper file format and a destination application.

6.2 Checking the Button Configurations before Scanning

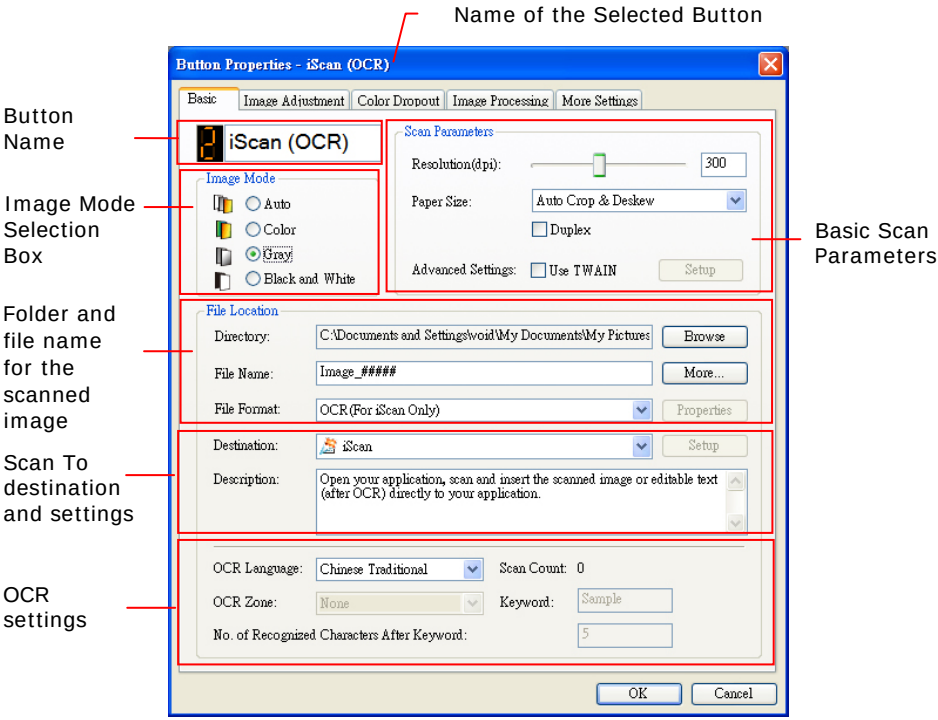
1. Button Manager V2 runs from the system tray. After Button Manager V2 and the scanner driver are properly installed, Button Manager V2 is started and the Button icon will be displayed on the system tray at the bottom right corner of your computer screen.

2. Left-click the Button Manager V2 icon to prompt the following Button Panel.



The Button Panel

3. The Button Panel shows the first five scanning buttons. Right-click the button (function) you wish to check. The Button Properties window appears.



If you wish to change the setting, use this window to reset the setting for the file format, destination application, or other scan settings.

4. Click the OK button to leave the window.

6.3 Using Button Manager V2 with Default Function Numbers and Predefined Tasks

The scanner is shipped with nine preconfigured button settings for your frequently tasks such as scan-to-folder, scan-to-email, or scan-to-printer. The following table shows these factory default settings. You can change any of these settings.

Button Number	Name	Destination / Application	Preset Scan Settings
1	iScan (Image)	Select this button when you want to scan a document and insert a scanned image to your application which is already launched	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
2	iScan (OCR)	Select this button when you want scan a document and to insert the editable text after OCR(Optical Character Recognition) to your text editor which is already opened.	Auto Color Detection, 300 dpi, Simplex, JPEG, Auto Crop

3	Scan To App	Select this button when you want to scan a document and send the image to your designated application (default: MS Paint)	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
4	E-mail	Select this button when you want to scan a document and send the image from your default e-mail software to an e-mail recipient as an attachment.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
5	Printer	Select this button when you want to scan a document and print it from your default printer	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
6	Shared Folder	Select this button when you want to scan a document and save the image to a shared folder in the network.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop

7	FTP	Select this button when you want to scan a document and save the image to a network file server such as FTP.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
8	ShareP oint	Select this button when you want to scan a document and save the image to a network file server such as Microsoft SharePoint server.	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop
9	Google Docs	Select this button when you want to scan a document and save the image to a network file server such as Google Docs	Auto Color Detection, 200 dpi, Simplex, JPEG, Auto Crop

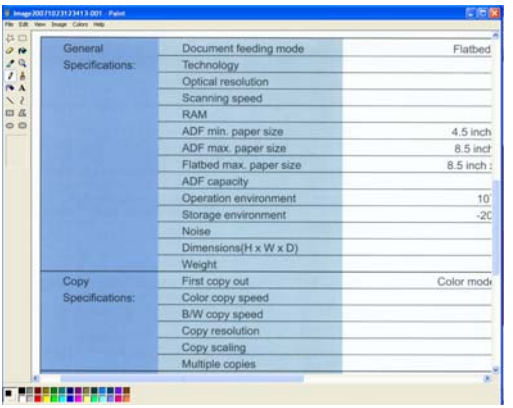
Note:

- To accurately use the default settings, you need to setup your computer in an internet environment and install the necessary software applications such as E-mail software, or printer before installing Button Manager V2.
- To send your scanned images to a network server such as FTP, Microsoft SharePoint, or Google Docs, make sure you have the previledge to access the network server. For example you need to create a login name and password first.
- **Microsoft .NET Framework:** To accurately send your scanned images to a network server, Microsoft .NET Framework 2.0 or higher is required. (Check the program and the version by choosing Start>Control Panel>Add or Remove Programs. A list of programs will be displayed. If you have installed Microsoft .NET Framework, the program and the version will be shown in the list.).
- **Google Docs:** Google provides a document hosting, management and editing service called Google Docs to every user that has signed up for an account at Google web site (http://docs.google.com).
- **Microsoft SharePoint:** Microsoft SharePoint is a collaboration and document library tool developed by Microsoft for file sharing and web publishing.

  You may need to contact your system administrator to get the correct URL for the SharePoint server. Your system administrator will also give you access to the SharePoint and a valid user login and password.

6.4 Scanning From One Touch of the Buttons

1. Adjust the paper guide for the width of paper and load the document with their tops into the automatic document feeder.
2. Check the number on LCD screen on the scanner to ensure if you are selecting the proper scan settings and destination application. (For example, if you wish to scan with button #3 "Scan to App" which opens Microsoft Paint and displays the scanned image in the window of Microsoft Paint, the LCD screen should show #3).
3. Press the **Scan** button on the scanner.
4. After the scanning is finished, the Microsoft Paint software will be launched and the scanned image appears in the main window of Microsoft Paint as below.



Note:

1. For details information on how to use the Button Manager V2, please refer to the user's manual in the supplied CD.
2. You may also use Button Manager V2 on your desktop by starting Button Manager V2 from All Programs or double clicking the Avision Scanner Utility from the Control Panel.

7. Maintenance

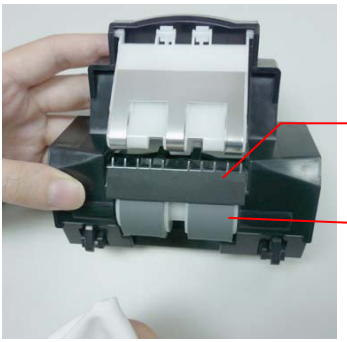
7.1 Cleaning the ADF

From time to time the pad assembly and feeding rollers may become contaminated with ink, toner particles or paper dust. In this case the scanner may not feed documents smoothly. If this occurs please follow the cleaning procedures to return your machine to its original state.

The Cleaning Procedures

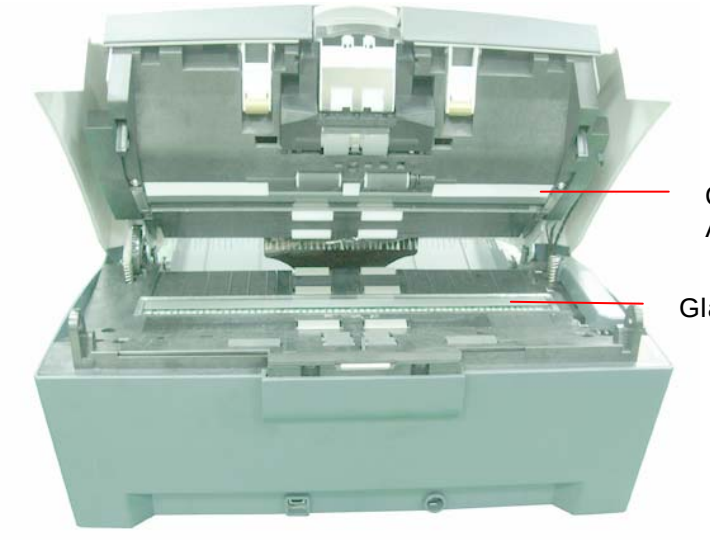
1) Soak a clean lintless cloth with some isopropyl alcohol (95%).
2) Press the ADF Release button on the upper. Open the front cover slightly to the left. Wipe the upper feeding roller with the cloth from side to side. Rotate the roller forward with your finger and repeat the cleaning steps above until the entire roller is cleaned.
3) Wipe the ADF pad and roller.
4) Close the scanner front cover. Your scanner is now ready to use.

ADF Roller


ADF Pad
ADF Roller

7.2 Cleaning the Calibration Area

1. Press the ADF Release button. Open the front cover to the left.
2. Wet a clean lintless cloth with some isopropyl alcohol. (95%)
3. Wipe the glass and the white area as illustrated in below from side to side to rid the dust or dirt.

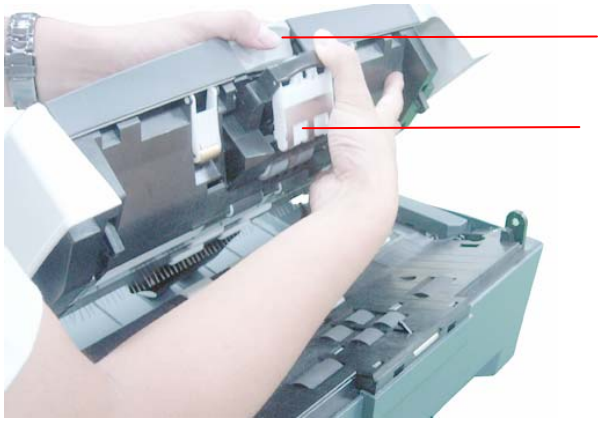


7.3 Replacing the Snap-in Pad Module

After scanning approximately 100,000 pages through the ADF, the pad may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the pad module with a new one. For ordering the pad module, please consult your nearest dealer and follow the procedure below to replace it.

Disassembling Procedure

1. Use your left thumb to pull the ADF Release Button on the top of the ADF (auto document feeder) unit.
2. Gently open the ADF front cover to the left.
3. Use your right thumb to push the ADF pad module to the right as illustrated to remove it.



Assembling Procedure

1. Locate the position of the ADF pad module (beneath the ADF Release Button).
2. Place the ADF pad module into the holes until it snaps into place.

8. Troubleshooting

8.1 Clearing a Paper Jam

In the event of a paper jam, follow the procedures below to remove the paper:

1. Pull the ADF Release Button on the left side. Gently open the front cover to the left.
2. Carefully pull the paper out of the ADF unit.
3. Close the scanner front cover. Your scanner is now ready to use.

8.2 Questions and Answers

Question:	**Paper becomes jammed during scanning.**
Answer:	1) Open the front door. 2) Pull out the jammed paper carefully. 3) Close the front door.

Question:	**More than one sheet of paper are fed into the scanner.**
Answer:	1) Open the scanner front door. 2) Remove the multi-fed sheets. 3) Close the front door. 4) Flatten the corners and edges. Loosen the paper before putting it into the paper guide again. 5) Check the feeding roller condition. If necessary, follow the cleaning directions in section 7.1 and perform the cleaning.

Question:	**Paper becomes skewed in the scanner.**
Answer:	1) Use the slide guide to keep the paper path straight. 2) Check the condition of the feeding roller. If necessary, follow the cleaning directions in Section 7.1 and perform the cleaning.

Question:	**Why does my scanned image always come out too dark?**
Answer:	1) Please adjust the screen settings to SRGB. 2) Please adjust the brightness settings on the screen from application software.

Question:	**When I choose optical resolution to be 600 dpi, the "auto crop" and "deskew" functions will be disabled.**
Answer:	Since to perform auto crop and deskew consumes great deal of system memory, it is suggested if you wish to perform "auto crop" and "deskew" functions, please choose your optical resolution to be smaller than 600 dpi to prevent a error message.

8.3 Technical Service

Before contact Avision, please prepare the following information:

- Scanner serial & revision number (located on the bottom of the scanner);
- Hardware configuration (e.g., your host CPU type, RAM size, free disk space, display card, interface card);
- The name and version of your scanning software application;
- The version of your scanner driver.

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9. Specifications

All specifications are subject to change without notice.

Model Number :	FT-1109H
Scanner Type:	A3 sheet-fed Scanner
Optical Resolution:	600 dpi
Scanning Modes:	Black & White Gray Color
ADF Capacity:	100 pages (75 g/m² or 20 lb) 150 pages (60 g/m² or 16 lb)
Document Size:	A3, Letter, legal, A4, B5, A5, business card
Min. Document Size:	2" x 3.5" (50 x 88 mm)
Max. Document Size:	11.69" x 17" (297 x 432 mm)
Paper Weight:	7 to 110 lbs (28~413 g/m^2)
Interface:	Hi-speed USB 2.0
Power Source:	24Vdc, 2.0A
Power Consumption:	<40W (operation) <12.5W (standby)
Operation Temperature:	10°C ~ 35°C
Humidity:	10~85%RH
Dimensions: (WxHxD)	16.5" x 8.5" x 9.8" (420 × 216 × 250 mm)
Weight:	12 kgs (26.4 lb)

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